Fort Macleod Early Learning & Childcare Society
Board Meeting Minutes

Date: Tuesday, November 17, 2026 @ 1:00 PM **Location:** Virtual (Google Meet)
In attendance: Mackenzie Hengerer (President), Laura Yunick (Treasurer), Keeley Odney (Secretary)
Also present: Jessi Beck, Program Supervisor (non-voting)
Regrets: Jesse Syrowitz (Vice President), Lee-Anne Holfeld (Director at Large)

1. Call to Order

1.a. The meeting was called to order by the President at 1:01 PM.

1.b. Quorum (minimum three Directors) was confirmed with three Directors present.

1.c. The agenda was circulated to Directors before the meeting and reviewed as presented.

Motion to approve the November 17, 2026 agenda as presented made by Laura Yunick. **Outcome:** Carried unanimously.

2. Previous Meetings

2.a. September 29, 2026 Annual General Meeting: held in place of the regular September Board meeting. The AGM minutes were circulated for information and will be approved by the members at the 2027 AGM.

2.b. October 26, 2026: the Board met virtually with Child Care Licensing (Lindsay Brown, Licensing Officer) from 2:15 PM to 4:45 PM. The Board accepts this meeting as its October Board meeting of record. Laura Yunick was unable to attend and was briefed afterward.

Motion to accept the October 26, 2026 meeting with Child Care Licensing as the Board's October meeting of record made by Laura Yunick. **Outcome:** Carried unanimously.

3. President's Report

3.a. Licensing

On October 26, 2026, the Board met with Child Care Licensing to review the September 30 reportable incident. The Board ended the former Executive Director's employment on September 30, immediately after witnessing profanity being used around children and inappropriate tones toward children and staff at Kinder Roots. All families and staff were notified directly following the removal of the former ED.

This was a hard hit to our program, and the Board (Licence Holder) owns it openly. The Society has zero tolerance for poor behaviour in or around children and staff and holds a high standard for our program and abiding by the internal policies and practices.

Licensing issued an Order to Remedy on October 27, 2026, with 6 items to be completed by November 30, 2026. Two relate directly to the former Executive Director's conduct on September 30. Four relate to how the program was operating at that time of reportable incident, which the Society is responsible for as Licence Holder:

1. Daily practice was not consistently following the Program Plan, and staff were not familiar with it. **Related to:** Programming. **Action:** Program Plan updated and submitted November 9; staff training on the Program Plan; mentorship and coaching support commenced September 30th.

2. Child guidance: inappropriate language and tone toward children. **Related to:** Former Executive Director on September 30th. **Action:** Employment ended September 30; child guidance training for all staff and investigation.

3. Staff time records did not separate time with children from other duties, such as laundry, cleaning and program planning. **Related to:** Program. **Action:** Staff time is now tracked separately and sent to Licensing.

4. A criminal record check was not on file for a Level 3 staff member hired for the summer. **Related to:** Program, and a compliance step not followed through under the former Executive Director role. **Action:** A newly issued criminal record check was issued.

5. Supervision of a group of 7 or more children on September 30. **Related to:** Former Executive Director. **Action:** Employment ended September 30; supervision training for all staff.

6. Not enough Level 2 educators employed. **Related to:** Program. **Action:** Exemption submitted; Level 2 and Level 3 staff hired; Level 2 recruitment commenced and the January 2027 training cohort will supplement the levels of ECE's on staff.

Program Plan: Program Plan updates with licensing suggestions were submitted to Licensing by the November 9, 2026, due date.

3.b. November 13, 2026 Licensing Monitoring Inspection

Licensing completed an unannounced monitoring inspection on November 13, 2026, as a follow-up to the October 27 Order to Remedy. Programming improvements were noted, including the hiring of a Level 3 Program Supervisor, updated play materials, a new sensory table, quiet time, and shorter transitions for the two program areas. Licensing also noted a new meal prep area in the infant room and an opaque divider between the rooms, which support each room's independent programming. Both were put in place by the Program Supervisor.

3.c. Welcome: Jessi, Program Supervisor (Level 3)

Jessi started November 9, 2026, and is working in the program alongside mentor Anya Semyrozum. The President thanked Jessi for choosing to move from her long-standing home program of 16 years to Kinder Roots and noted a clear positive change in the program and in staff engagement. The Board thanked Anya for her support in mentoring the program and new Supervisor.

4. Grants and Funding

4.a. FCSS 2027 Community Grant

The Society received an FCSS Community Grant last year, which funded program materials. FCSS does not fund food security or professional development for staff outside FCSS, so the Board discussed a project that builds educator skills in a way FCSS can fund.

Proposed project: a Parent and Caregiver Learning Series. Sessions are open to all families in the FCSS district, not only Kinder Roots families, which fits FCSS's focus on parenting and child development education. Board consensus: proceed with the Parent and Caregiver Learning Series for the FCSS application

4.b. Labour Market Partnerships (Government of Alberta)

The Society applied for Rural Early Childhood Educator Workforce Partnership, a regional project from December 1, 2026 to March 31, 2028. The application has moved to the next stage of approval.

The project brings childcare employers and community partners in Fort Macleod, Pincher Creek, Crowsnest Pass and Claresholm together to address the shortage of certified early childhood educators. Key activities:

- A monthly Employer Partnership Table
- A regional early childhood educator workforce needs assessment
- A recruitment and career awareness campaign
- A Rural ECE Career Pathway and Retention Toolkit for employers, with regional workshops
- Evaluation and a public final report

4.c. Portage College Level 2 ECE Cohort: Henry S. Varley Fund for Rural Life

The Society applied to the Henry S. Varley Fund for Rural Life to fund tuition for a Level 2 cohort in Fort Macleod, through a charitable partner. A decision is expected within the first week of December.

4.d. Indigenous Employment Training Partnerships (Government of Alberta)

The Society is exploring provincial training funding for Indigenous specific Level 2 cohort seats. There is strong local interest. An Indigenous partner organization is needed to lead the proposal and hold the funds, and the President is reaching out to potential partners.

4.e. Snack Program

- **Delcan:** Delcan Building Materials has committed a recurring monthly sponsorship to the snack program. The snack program costs about $400 to $450 a month. The Board and staff thank Patrick and Delcan for their support of the program and the community.
- **Nutrien:** An application was submitted to Nutrien's community investment program on November 17 to support the 2027 snack program fundraising goals.
- **Sponsorship letter:** A business sponsorship letter has been drafted and will be reviewed with the Program Supervisor to add program needs (for example, program materials) and sponsorship tiers. Sponsorships will be tracked in the budget.

4.f. Canada Summer Jobs 2027

An application was submitted for summer positions (applicants 30 years of age and under), with 100% wage coverage for non-profits. The program applications close December 3; results are expected in the new year.

5. Program Supervisor Report

- Enrolment: two children from the Program Supervisor's former program have enrolled. Several families are on the waitlist, including one needing additional funding support, which the Board is reviewing.
- Staffing: A Level 2 educator posting is active this week. The Program Supervisor leads personnel decisions, with the Personnel Committee involved in hiring to manage labour costs and support of onboarding.
- Monthly staff meetings are scheduled for the next year with set dates and times.
- Holiday closure: December 24, 2026 to January 1, 2027, reopening January 4, 2027, aligned with other programs.

The Board confirmed its role as a governance and advocacy resource, not an operational one, and its full support of the Program Supervisor and the programming.

6. Treasurer's Report

The Treasurer presented the report for January 1 to November 17, 2026

- Childcare revenue (fees and affordability grant) is at 82% of budget to date; grants and donations at $15,860; total expenses at 85% of our forecasted budget ($123,414.74 of $145,673.97).
- Net shortfall to date is $7,916.82, compared to a budgeted shortfall of $12,953.35. A shortfall is expected in the Society's first operating year.
    - Going forward, the snack program will be tracked as its own line item for clear food cost reporting.

Motion to accept the Treasurer's Report as presented made by Laura Yunick. **Outcome:** Carried unanimously.

7. Business

7.a. Delegation of Authority (for information)

The Board has completed a Delegation of Authority to the Program Supervisor, Jessi, as recommended by Licensing. The Society remains the Licence Holder. The Program Supervisor may act with Licensing on program matters, including exemption requests and Program Plan changes, with the Board included before any significant change is submitted. Received for information.

7.b. CRA Charitable Registration

The Society needs to set up its RR (registered charity) program account with the CRA before applying for charitable status. Avail has agreed to assist. The President will report on progress by the end of November.

7.c. Annual Return

For the record: the Secretary filed the Society's Annual Return with Alberta Corporate Registry on October 12, 2026. The Board thanked Keeley.

7.d. Other Business

- Meeting format: Board meetings will be held over the lunch hour where possible, to keep meetings efficient and avoid asking the Program Supervisor to attend in the evenings. Board consensus.
- Program resources: the Program Supervisor has been added to the Personnel Committee channel (President, Lee, and Jesse) to request materials and resources or other supports.
- Debit card: the signing authorities (Laura Yunick and Keeley Odney) will complete the ATB paperwork for a debit card for the Program Supervisor's use only. Until then, the Program Supervisor will submit receipts for purchases for reimbursement and QuickBooks tracking.
- Board focus: grants and charitable status remain the Board's top priorities to bring added resources to the programming for sustainability.

8. Next Meeting and Adjournment

The President will confirm the December 2026 meeting date with Directors, to be held before the holiday closure.

The meeting adjourned at 1:40 PM, November 17, 2026.

Unapproved Meeting Minutes Prepared by: Secretary
Date prepared: November 17, 2026